



BEST COPY

AVAILABLE

THE ACCOMPANYING QUESTIONNAIRE CARD MAY MEAN

ACCELERATED RETIREMENT BENEFITS FOR YOU

READ BOTH SIDES OF THIS CARD CAREFULLY BEFORE FILLING OUT YOUR CARD

YOUR ADMINISTRATIVE OFFICER HAS ADDITIONAL DETAILED INFORMATION AND BLANK SUPPLEMENTARY CARDS. ASK FOR MORE CARDS AND ASSISTANCE IF YOU NEED IT.

IT IS IN YOUR INTEREST TO SEND COPIES OF ALL NON-SECURITY DUTY ASSIGNMENTS TO THE OFFICE OF PERSONNEL. THESE DOCUMENTS SHOULD NOT ACCOMPANY YOUR QUESTIONNAIRE CARD SINCE THEY WILL NOT BE REVIEWED FOR SOME TIME.

THE MACHINE CARD REFERRED TO YOU IS THE FIRST MAJOR STEP IN AGENCY PLANNING FOR AN EVENTUAL EARLY RETIREMENT PROGRAM WITH FULL BENEFITS. YOUR COOPERATION IN FILLING OUT YOUR QUESTIONNAIRE CARD IS ESSENTIAL IF ANY FURTHER PLANNING ON YOUR BEHALF IS TO BE DONE. THE INFORMATION REQUESTED HAS NEVER BEFORE BEEN COMPILED IN ONE CENTRAL PLACE ON A NAME BASIS BECAUSE NO NEED FOR IT WAS ANTICIPATED. IF AN ACCELERATED RETIREMENT PROGRAM SHOULD BE ADOPTED, YOUR ACCURACY IN FILLING OUT YOUR CARD WILL MATERIALLY REDUCE THE TIME REQUIRED TO PLAN YOUR ACTUAL ACCELERATED RETIREMENT BENEFITS FOR PAST SERVICE. (OVER)

- PLEASE SEND YOUR QUESTIONNAIRE CARD, AND BE SURE YOU UNDERSTAND WHAT IS REQUIRED BEFORE YOU FILL IT OUT.
- BE AS ACCURATE AS POSSIBLE. IF THE INFORMATION NEEDS NOT BE CERTIFIED.
- IF YOU HAVE HAD NO OVERSEAS SERVICE AT ANY TIME, MARK CARD "NOT APPLICABLE".
- LIST EACH INCREMENT OF OVERSEAS DUTY PERFORMED AT ANY TIME ON BEHALF OF THE U. S. GOVERNMENT AND GIVE THE APPROXIMATE LOCATION.
- IF PCS, GIVE DATES OF ARRIVAL AT FIRST DUTY POST AND DEPARTURE FROM LAST DUTY POST ONLY.
- IF TDY, GIVE ONLY DATES OF DEPARTURE FROM AND RETURN TO YOUR HEADQUARTERS.
- OMIT TDY TRAVEL AND CHARGES IN PCS OVERSEAS IF THEY OCCURRED WHILE YOU WERE ON PCS OVERSEAS.
- DO NOT DUPLICATE OVERSEAS SERVICE WHERE IT WAS PERFORMED SIMULTANEOUSLY FOR TWO ORGANIZATIONS.
- THE TELEPHONE NUMBER SHOULD BE ONE WHERE ADDITIONAL INFORMATION CAN BE OBTAINED IF NECESSARY.
- THE COMPLETED CARD MUST BE RETURNED TO YOUR ADMINISTRATIVE OFFICER ON OR BEFORE YOUR NEXT PAYDAY.
- BE SURE TO READ THE OTHER SIDE OF THIS CARD.